Dear Student:

I would like to welcome you to the School of Aviation Safety (SAS) Aviation Safety Officer (ASO) Course. My staff and I look forward to your attendance and participation throughout the twenty-three instructional days here in the Cradle of Naval Aviation.   Most class days will begin at 0800 and conclude by 1600, Monday through Friday. ASO School is a challenging and demanding course, but one of the most rewarding training opportunities offered by the Navy. Although this course will require additional time outside the normal working hours, it also offers plenty of opportunities to take advantage of the beautiful Gulf Coast.

For flight travel purposes you should plan to arrive the day prior to your class start date and can plan to depart Pensacola after 1400 on the last day of class. Please notify us of any order modification to your arrival/departure date. On the first day of class we will start at 0800 in room 158 of the Naval Aviation Schools Command (NASC) building 633, north wing. The uniform of the day will be flight suits. One pair of pre-flight gloves is recommended. Additionally, please bring your orders, ORM Aviation completion certificates, and WESS account information on the first day. Marines do not need to bring Officer Qualification Records (OQRs). Please be prepared to pay a social fee of $20.00 for water, coffee and SAS ASO social.

The SAS admin office is located in room 169 and opens at 0730. Our Admin staff will be happy to assist you with issues as they arise. Students on orders are responsible for making their own lodging reservations by calling 1-877-NAVYBED, calling the front desk directly at 1-850-452-2755/56 or going to dodlodging.net, the official website for Navy Gateway Inns and Suites. Officers staying in the Navy Gateway Inns and Suites (NGIS) at NASP may be accompanied by their spouses, but no facilities for small children are available. Each room or suite has only one queen size bed with a microwave and small refrigerator. Some rooms have kitchens but they are limited. All government travelers are required to acquire lodging at NGIS first. If government lodging is not available a certificate of nonavailability (C.N.A.) will be given for the entire period of the student's stay. If a room is available and you choose not to utilize NGIS, your orders will be stamped "Government quarters available, but not utilized," and you will not be reimbursed for lodging expenses. If a C.N.A. is issued, another on-base option is the Navy Lodge. Reservations may be made at the Lodge by calling (800) 628-9466 or the local office number (850) 456-8676. Please notify us of any order modifications to your arrival date.

Prior to attending the School of Aviation Safety (ASO) course, two prerequisites that must be completed.

> 1. Students shall complete on-line service-specific aviation ORM courses. Completion certificates will be collected during the first day of class.

- USN personnel shall use the NKO website to complete the following course: Assistant – Leading Risk Management Integration (CPPD-ORM-LRMI-1.0)
- USMC personnel shall use the MarineNet website to complete the following course: Operational Risk Management (ORM)- Advanced User (Course Code: DI5101C)
- Coast Guard, International, and other Officers shall complete the U.S. Navy NKO ORM Application and Integration course. Students from these services may need assistance from our ADMIN office to meet this requirement. If you are unable to

complete these training modules prior to arrival, then be prepared to do so after hours on the first day of class.

- Note: There are ORM courses on the NKO and MarineNet that must be completed prior to taking the courses listed above. The School of Aviation Safety requires only the aforementioned certificates be submitted.

2. All USN and USMC students shall register for an account on two different NSC reporting systems prior to arriving at SAS: (1) Web-enabled Aviation Mishap and Hazard Reporting System (WAMHRS) and (2) an NSC Beta Testing account.

- WAMHRS account: This process sometimes takes as long as two weeks to complete, and students are required to report to class with a working WAMHRS account. You will need to contact your Command's WESS Safety Authority (SA) and have them assist you with setting up an account. It is imperative that your SA approve your account soonest. After SA approval, the request is forwarded to the NSC for final approval. If you need additional assistance please contact one of the reporting instructors listed on the SAS webpage. Note: on initial log on, a new user must have a **.mil** email account, and provide their Command's UIC. WAHMRS can only be accessed with a CAC so ensure your account is operational on the first day of class, as our computer labs are not ideal for resolving any issues. The following is detailed information for those individuals who need to request a WAMHRS account. GOTO http://safetycenter.navy.mil/ home page and click-on the WESS tab (top right corner). Click on WESS logo to log-into WAMHRS. DOD PKI certificate (CAC card), and numerical password will be required. On the WESS page, Select; Request/Maintain Account from the account set-up section. Then select; Request New Account from the WAMHRS log-in screen. Fill out the required information and submit. If problems are encountered go directly to https://wess.safetycenter.navy.mil/wess/index.html and submit the request. The system will auto-generate an e-mail to verify your .mil e-mail address. You must click the link in the e-mail for your account request to be processed. For your information, accounts are processed in the following manner: After account request, and the .mil address has been verified, your Command designated SA will get an email stating that there has been a request for a WAMHRS account and is awaiting his/her approval. This is a "fail safe" process so your SA can verify the individual is assigned to the command and requires a WAMHRS account. Training presentations for WAMHRS are available from the WESS page of the Naval Safety Center's website (www.safetycenter.navy.mil). Click the link for NEW! WESS aviation module training under the users' guides, training and FAQs section.
- WESS Beta Testing account: As part of the SAS Reporting curriculum, ASOs are provided six computer lab hours dedicated to mishap and hazard reporting via the WAHMRS. SAS Instructors provide detailed classroom, as well as one-on-one training on the new system. To facilitate WAMHRS training, a beta testing site has been created by the NSC for use by ASOs. For your mishap and hazard reporting testing account go to: https://wessbeta.safetycenter.navy.mil and fill-out the required account information. The NSC will be provided a list of ASOs attending the upcoming class and will approve those requests after validation. The NSC will generate an e-mail to verify your .mil e-mail address. You must click the link in the e-mail for your wess-beta testing account request to be processed.

- Although not required, it is recommended that each ASO student apply to the NSC for Safety Authority (SA) permissions. The command designated SA will be responsible for all WAMHRS Administrative functions. The designated SA will electronically receive all requests for WAMHRS accounts from within their command or activity. The SA will then recommend approval or disapproval of account requests and, if approved, indicate what type of information access they are granting for the user. All local access and permissions to use WAMHRS and the ability to submit reports will be under the control of the SA. Each command should establish their own policies for handling WAMHRS reporting responsibilities. WAMHRS increases securities and levels of permissions for customer accounts to ensure the protection of Privileged information. To apply for an SA account, go to: http://safetycenter.navy.mil/ and click-on the WESS tab (top right corner) then select Sample WESS Safety Authority Designation Letter.   The SA must be designated by the CO in writing on command letterhead and either faxed, mailed, or attached with signature to an e-mail. Sample letter format is attached for your convenience. E-mail designation information directly to WAMHRS POC: Ms. Leslee McPherson leslee.mcpherson@navy.mil or FAX directly to: (757) 445-9124. You can also mail them to:
  COMNAVSAFECEN, CODE 51
  375 A STREET
  NORFOLK, VA 23511-4399

3. All USCG students shall register for an E-AVIATRS account prior to arriving at SAS.

- Go to the website at http://apps.mlca.uscg.mil/kdiv/aviatrs/default.asp and click on the REQUEST AN ACCOUNT link on the LOGIN screen. Be sure to use your uscg.mil address when setting up the new account. New accounts should be approved within 72 hours. An email will be sent from Cathie Zimmerman at CG-1131 when the account is approved.

The ASO course is challenging, and it is our mission to prepare you to assume the duties of the Aviation Safety Officer in your unit. In order for your time at SAS to be as productive as possible, I recommend the following:

- Students should become familiar with OPNAVINST 3750.6R Change 4 (Naval Aviation Safety Program) prior to reporting to class. Students are also encouraged to become familiar with the Department of Defense (DOD) Human Factors and Classification System (HFACS) (Appendix 'O' OPNAVINST 3750.6R Change 4).

- Prior to arrival students are encouraged to discuss issues or concerns with their respective chain-of-command in support of a comprehensive "Risk Management" thesis that will be due the last week of class. SAS will provide topics/issues to investigate. However, we strongly encourage students to choose an aviation safety topic or issue currently applicable to their respective command.

- Students are encouraged to explore our website and examine the diverse curriculum they are about to study. A geometry/trigonometry refresher course is available under the "Aerodynamics" tab for those requiring a math refresher.

- US Coast Guard students will be completing homework and submitting reports via E-AVIATRS. Non-Navy and Marine Corps students - you are encouraged to bring a copy of your respective service's mishap and hazard reporting formats. This will allow you to complete homework and submit reports in formats applicable to your service. Otherwise, homework and reports will be submitted in the USN/USMC formats.

You may want to consider bringing a non-graphical scientific hand-held calculator and several blank DVD-RW's or CD-RW's. We have 14 computers available for student use, but you may also consider bringing a laptop computer. Additionally, you are invited to bring any innovative safety-related items that may enhance classroom participation.

NAS Pensacola (NASP) is about 12-miles from the airport. Yellow Cab fare from Pensacola Regional Airport to the billing office is a $22 flat military rate. Yellow cab may be reached at telephone number (850) 433-3333.

- If you are driving from the airport to NASP turn left onto Tippin Ave. from Airport Blvd. Tippin Ave. becomes 12th Ave. Make a slight right turn onto E. Fairfield Dr. and stay straight to FL-295 S/E Fairfield Dr. Continue to follow FL-295 S.

- To arrive at NASC building 633, stay in one of the two left lanes when entering through the main gate at NAS Pensacola, and proceed two miles on Murray Road to the 3rd traffic light. Merge right onto Moffett Road at the Naval Aviation Memorial Chapel; take the third left from Moffett Road onto Fisher Ave. The third left will lead you into the SAS parking lot.

- The billeting office is located on Rodgers Circle on the right side of Moffett Road across from the running track just past Fisher Avenue.

If you wish to familiarize yourself with the Pensacola area, please visit the Pensacola Bay Area Convention and Visitors Bureau website at www.visitpensacola.com. Pensacola is approximately a five and a half hour drive from the cities of Atlanta, GA and Jacksonville, FL; a one hour drive from Mobile, AL, two hours from Biloxi, MS, and a three and a half hour drive from New Orleans, LA.

If you have any questions, feel free to call the SAS Education Technician at DSN 922-5266, commercial (850) 452-5266 or fax (850) 452-8732.

WELCOME ABOARD!

Director, School of Aviation Safety

The following information is designed to answer some of your initial administrative concerns. Questions not covered here and various other items will be addressed during the first hour of the course. Our staff and faculty will be happy to answer any questions you may have. Welcome aboard!

Honor Code strictly enforced! SAS recognizes that some group projects, assignments, quiz questions, etc., from previous ASO graduates, may be "floating around" squadron/command spaces. Bottom line: Leave this material at home!

Class Attendance: Students shall attend all scheduled classes. Any planned deviations shall be discussed with your current (or gaining) chain-of-command prior to arrival. Students shall ensure that the School of Aviation Safety Associate Director is informed via official command (XO/CO) email or phone call regarding any deviations prior to arrival.

PCS Orders and TAD Orders will be collected during the beginning of class. All orders will be kept on file by SAS and will be returned on the last day of the course after your class critique is turned in. PCS orders will be endorsed "Proportional Messing Available."

Fitness Reports/Letters of Completion: Fitness reports are not submitted for this period. A letter of completion is given to each student. Students are responsible for updating their own training jackets.

Parking: Student parking is provided in the "ASC/ASO" lot. Overflow parking is in the northwest parking lot in spaces marked with yellow. Students should be careful not to park in reserved spots. Parking is limited on base, and the police freely ticket offending vehicles. You will receive a parking pass during orientation on the first day of class. Please keep it on your dash when parking in the lot.

Senior Officer: The senior unrestricted line officer from both the Gold and the Blue Classrooms will be designated class leaders for military, administrative, and social purposes.

Class Expenses: Students will be asked to pay a social fee of $20. This fee covers coffee and an ASO social at the Mustin Beach Officers Club following the first day of class. There are no other fees.

Message Board: A message board is located in the hall outside the classroom. Students will not be called out of class for phone calls except in an emergency. The SAS Admin office will ensure that you receive your messages. Cellular phones shall be turned off in classrooms.

Mail: Mail to ASO students is picked up twice daily and brought to the SAS Admin office. You will be notified of any mail being held via a note posted on the corkboard outside your respective classroom.

Your Mailing Address: Rank, Name, ASO Class #
NAVAVSCOLSCOM N3E
181 Chambers Ave Ste C
Pensacola FL 32508-5221

Billeting: Students on orders are responsible for making their own reservations by calling 1-877-NAVYBED, or calling the front desk directly at 1-850-452-2755/56 or going to www.dodlodging.net which is of the official website for Navy Gateway Inns and Suites. Please note that officers staying in the Navy Gateway Inns and Suites (NGIS) at NASP may be accompanied by their spouses; however, no facilities for small children are available. Each room or suite has only one queen size bed with a microwave and small refrigerator. Some rooms have kitchens but they are limited. All government travelers are required to acquire lodging at NGIS first. If not available, a certificate of non-availability (C.N.A.) will be given for the entire period of the student's stay. If room is available and you choose not to utilize NGIS, your orders will be stamped "Government quarters available, but not utilized," and you will not be reimbursed for lodging expenses. If a C.N.A. is issued, another on base option would be the Navy Lodge. Reservations may be made by calling (800) 628-9466 or the local office number (850) 456-8676. Please notify them of any order modifications to your arrival date.

- The NGIS Office is located off Moffett Rd. When entering the main gate, stay in one of the two left lanes and proceed 2 miles on Murray Road to the 3rd traffic light. Merge right onto Moffett Rd. at the Naval Aviation Memorial Chapel. The billeting office is located on the right side of Moffett on Rodgers Circle across from the running track.

- Check out time for the NGIS is 1100. If you have any problems, call the NGIS Officer, 2-2755. Please stop by the reservations desk a few days prior to check out to review your final bill.

Phone Numbers:

SAS	Commercial (850) 452-3181/5266, DSN 922
0730 to 1600	Fax -8732
NASC Quarterdeck	(850) 452-4142 DSN 922
1630 to 0730	
NGIS	Group Reservations Manager, (850) 452-3625, DSN 922-
24 hours	Front Desk, -2755

Use of Telephone: Telephones are located in Admin, room 169, for outgoing calls (local/long distance, dial 9 first; 88 for DSN). Please do not use this phone number for incoming calls, except in case of emergencies, as it is not manned for that purpose. A FAX machine is available (850-

452-8732) in Admin Office. Please turn off cell phones during class. NASC prohibits cell phone usage in the main passage ways.

Student Ready Room: Room 160 is designated as the SAS Ready Room. Many publications are available.   You may remove extra copies of anything of specific interest to you. Soda and candy machines are also available in the ready room.   Coffee availability is the responsibility of each class leader. Please keep this area policed.

Airline Tickets and Port Calls: If you need a port call or an airline ticket from SATO, please go to the Admin Office as soon as possible to make arrangements. Government Transportation Requests (GTRs) for overseas travel cannot be issued unless Military Aircraft (MAC) is not available.

Eating in Classrooms: Food and beverages are allowed in the classrooms. Please recycle cans and plastic items, and dispose of trash in the containers provided. Covered containers/lids will be used for drinks at all times.

Smoking: The use of any and all tobacco products, including smokeless tobacco, is strictly prohibited inside any building at NAS Pensacola. Smoking is allowed outside any building, maintaining 15-feet of separation.

Alarms: The fire alarm is a loud, pulsating horn and flashing lights. If the situation allows, close windows, vacate classroom, and exit the nearest door. Assemble outside the building in the ASC/ASO parking lot, and wait for a verbal "All Clear" signal.

Gouge Binder: A Pensacola gouge binder is available for your viewing in the SAS Ready Room. It contains such information as current community events, dining suggestions, recreation, etc. Please feel free to include your own suggestions by passing them to our Admin staff. The gouge binder is a compilation of ASO/ASC student ideas for your convenience and not suggestions by the School of Aviation Safety. You are responsible for all 'off-limits' updates posted on https://www2.netc.navy.mil/nasc/pow/nasc/pow.doc,

Off Limits: As of July 2010, all military personnel are prohibited from entering the following businesses: "Psychedelic Shack West" at 25 N. Navy Blvd. and "Psychedelic Shack" located at 6707 Plantation Road as well as "Groovy Gifts" at 4100 Barrancas Ave. Suite G. Entering any of these locations may subject a member to disciplinary action under the Uniform Code of Military Justice, Article 92.

Useful Websites:
> http://www.visitpensacola.com
> http://www.//visitpensacolabeach.com
> https://www.cnet.navy.mil/nascweb/sas/index.htm